

## Job Opening

*Goodwill Industries of Southwestern Michigan provides employment, education, training, and support services to individuals and families so they can achieve self-sufficiency.*

**Our Values: Success – Collaboration – People – Positivity**

Position:	Program Assistant - Mission Services
Location:	Alcott Corporate Office - Kalamazoo, MI
Wage:	Based on Experience + Benefits (Medical, Dental, Vision, Life Insurance, PTO, and 403(b))
Classification:	Full-time Staff 6/20/2016
Number of Openings:	1
Hours:	40 hours Varied, including days some evenings
Submit Applications To:	<a href="http://www.goodwillswmi.org/2016/06/20/program-assistant/">http://www.goodwillswmi.org/2016/06/20/program-assistant/</a>

Job Duties include but not limited to:

- Assist Life Guide Case Workers with resource identification, case management and event planning
- Plan and facilitate children's activities for Life Guide families in Allegan and Kalamazoo, including development of monthly activity curriculum for same
- Record keeping and data entry for Mission Services and Life Guides
- Assist Mission Services staff in program and event planning.
- Schedule appointments and meetings as needed.
- Co-facilitate program orientations & activities

Qualifications include but not limited to:

Ability to be creative  
 Demonstrated ability to work as a team member  
 Competency in Microsoft Office (Word, and Outlook)  
 Experience working in social work or similar environment preferred  
 Experience working with children preferred  
 Experience in public relations and/or event planning preferred  
 High school diploma or GED  
 Coursework related to social work, public relations or early childhood education preferred  
 Normal office environment of sitting, speaking, listening, seeing, keyboarding; occasional lifting of 35 pounds; occasional local travel  
 Must pass pre-employment drug screen  
 Must pass background check related to working with children  
 Ability to be insured under Agency's automobile insurance policy preferred

Equal Opportunity Employer: Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.